

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
JANUARY 9, 2012**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle (left at 7:25 PM), Anna Eddy, Judy Igielski, Pauline Kruk, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons, Kris Nasinnyk, Neil Ryan, Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Tony Palermino, Eric Rothauser, Sue Wright

STAFF

Donna Miller, Library Director
Lisa Masten, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISON

Clark Castelle

TOWN COUNCIL LIAISON ABSENT

David Nagel

FRIENDS

Natalie Harbeson

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:07 PM. Anna officially welcomed Kris Nasinnyk to the Library Board of Directors.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy stated she had no report.

MOTION: Paul Crosswaith made a motion to accept the minutes of the regular monthly meeting of December 12, 2011, Maureen O'Connor Lyons seconded the motion, and the motion to accept the minutes of the regular monthly meeting of December 12, 2011 was unanimously approved with a 12-0 vote.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that she has paid all the bills. She gave Neil the Vanguard summary of investments which lost approximately \$3,000, and is still waiting for the Oakmark summary. The two Everbank

accounts have approximately \$100,000 and \$7,200 respectively, and the Sovereign account has approximately \$7,200.

V. LIBRARY DIRECTOR'S REPORT

Donna reported that the Library has been having some telephone issues and to keep on calling if anyone is experiencing any problems. She gave Mayor Stephen Woods a behind-the-scenes tour and packet of information. She talked with the Mayor and the Town Manager about the future of the Library, and campus expansion of both the Library and Town Hall.

Donna passed around a copy of the Educator's e-Newsletter that Shirlee-Ann Kober creates every few months and emails to the Board of Education to distribute to all teachers and school personnel.

The Library staff is working on getting more media coverage. Donna passed around recent articles and pictures from the Newington Town Crier and Rare Reminder.

On January 30, 2012, Donna and Natalie Harbeson from the Friends will be speaking to the Kiwanis Club.

The Board of Education asked Donna to be a member of the schools comprehensive technology plan committee; Pamela Muraca is leading the planning sessions on January 4th, 10th, and 26th, which Donna will attend.

The Library's CIP budget was submitted early on November 15th; on December 23rd the budget narrations were submitted; and on Tuesday, January 17th Anna, Eric, Lisa, Lynn, and Donna will meet with the Town Manager. There are two CIP requests: one is for the RFID system, and the other is for the skylight and roof repair. Donna explained that Bob Korpak from the Facilities Department is submitting two requests for these repairs. The first is for the Library skylight and roof repair for just under \$40,000; and the second is a bundled repair package to include roof repairs to the Library, Town Hall, and Senior and Disabled Center. Kris explained that the CIP Committee looks at these requests first and then submits them in March for the budget discussions. Iris asked about a deductible for the roof repairs and Lisa responded that the deductible is for all the Town buildings and not just the Library.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa reported that the Children's Room has installed wireless access that also allows stronger access in this conference room. The Adult Winter Reading kick-off is scheduled for Friday, January 13th from 11:00 AM to 1:00 PM or 4:30 to 7:00 PM in the Community Room. The Children's Winter Reading kick-off is scheduled for Saturday, January 14th from 1:00 to 3:00 PM. The Winter Reading Program begins January 13th and ends February 24th. On February 1st at 11:00 AM and February 2nd at 7:00 PM, there will be an E-Readers program called "Help! I Have A New Nook" and on February 8th at 11:00 AM and February 9th at 7:00 PM another program called "Help! I Have A New Kindle" will be held. The rescheduled Tech Night from November on E-Readers will be held on February 28th at 7:00 PM; representatives from Barnes & Noble and Best Buy will be in attendance.

VII. FRIENDS OF THE LIBRARY

Natalie reported The Friends will hold another Wine and Cheese Social on January 27, 2012 and the high school's jazz combo and string quartet will entertain. There are now two donation bins by the circulation desk for people to drop off books, etc. Anna also reminded the Board that everyone should be a member of the Friends. Natalie indicated that the Friends are still looking for a vice-president.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie thanked everyone for their well wishes; she also welcomed Kris to the Board, and Clarke as Town Council Liaison.

B. Investment Committee

Neil reported that he did receive the 4th quarter Vanguard statements and is waiting for the Oakmark statements. Once these have been received he will schedule a meeting with Carol Miller-Pekrul to discuss investments.

C. House Committee

Diane reported that from the walk-through held in October Lynn prepared a list of projects and the status of these projects; she passed around this list to the Board. Some of these projects can be handled in-house and some will cost money. She spoke about the Children's Program Room alphabet area rug; the other half of this room could have another area rug at a cost of less than \$400. The curtains in the Children's Program Room are very formal; she doesn't have a price on more child friendly replacement curtains. One safety item that was noted was emergency lighting for the bathrooms, and the basement front stairwell; she passed around a picture of the luminescent signs that don't require power. **MOTION: Diane Stamm made a motion to allocate up to \$1,500 to purchase an area rug for the Children's Program Room, curtains for the Children's Program Room, and lighting, LeeAnn Manke seconded the motion, all were in favor, and the motion was passed unanimously with an 11-0 vote.**

D. Facility and Site

Maureen stated she had no report.

E. Technology

Paul reported that he and Donna have received technology plans from other libraries that they are reviewing. The key to these plans is an inventory of items which Lisa and Donna have been working on. This technology plan should also mesh with the Long Range Plan and what the future technology direction the Library is heading towards. Iris asked what steps Donna is taking for this technology plan; Donna responded that she is gathering information from other libraries and then will draft a plan. Lisa is preparing the physical part by inventorying the equipment, printers, copiers, computers, telephones, etc.

There was also discussion on a disaster recovery plan. Diane questioned whether this was being looked at as trying to keep the doors open and operational, or as a recovery plan for the technological equipment.

F. Fund Development

Pauline reported that she, Anna, and Maureen had a long discussion about Fund Development; they sent a synopsis of their meeting to Donna and Eric. They spoke about how to encourage people to donate and to increase awareness of the Legacy Society to the Town and business population by letting them know of the financial needs of the Library. They discussed: a banner on the webpage, a physical banner to use at events, electronic signage, and brochures, how to encourage people to donate money that is unrestricted and the Library can have more flexibility in the usage of the donated money, newsletters, holding a breakfast and inviting bank leaders and insurance companies and make them aware of this program. Pauline stated it was a very productive meeting. There was discussion on printing bookmarks with highlighted points about the Legacy Society to hand out at the breakfast meeting, the Showcase, and any other event scheduled to be held in the near future.

MOTION: Judy Igielski made a motion to allocate up to \$200 to print Legacy Society bookmarks, LeeAnn Manke seconded the motion, all were in favor, and the motion passed unanimously with an 11-0 vote. There was further discussion on the breakfast meeting, specifically date, time, and invitees. **MOTION: LeeAnn Manke made a motion to allocate up to \$500 to cater a breakfast meeting and to provide materials in order to discuss the Legacy Society to businesses, Diane Stamm seconded the motion, all were in favor, and the motion passed unanimously with an 11-0 vote.**

G. Budget

Eric was not in attendance. A meeting is scheduled for January 17th at 11:00 AM with the Town Manager to review the Library's budget.

H. Race

A meeting was held this evening. All Board members are part of the Race Committee. In accordance with the discussion on Fund Development, there was talk about a sponsorship brochure that would list "other sponsorship opportunities," for example: your \$500 could reupholster a chair in the Children's Room."

Sharon Braverman from the Board of Education was in attendance this evening as a liaison. Anna indicated that last year Board members rotated attending the Board of Education meetings. Paul Crosswaith indicated he would attend the upcoming scheduled meeting.

Kris commented that there are many different committees and she wondered if each committee had a "script" explaining its responsibilities. New Board members automatically are assigned to the PEP Committee which will give an overview of all committees to a new Board member. In the past a Library Board Member was assigned as a mentor to a new Board member; Iris, Diane, and Maureen indicated they would be happy to be a mentor.

IX. OLD BUSINESS

A. Long Range Strategic Plan Consultant

Donna stated that she has not pursued anything on this as per discussion at the December meeting, and due to the fact that there is a new Mayor and Town Council who are looking into expansion and campus-wide facilities.

In other Old Business, Anna spoke about the terms of office. Eric, Diane, and Anna all came on the Board at the same time in 2013. Anna spoke with Tony Palermino about extending his term to 2014 which would then have three corporate appointments ending each year in 2012, 2013, and 2014. Tony agreed to this. Iris's term ends in March and this will be extended to October. Maureen's term needs to be changed from November to October. All terms should end in October of any given year. The PEP Committee will review the ByLaws to sort this all out and report back to the Board in February.

Also under Old Business, Anna asked about the Ad Hoc ByLaws Committee that was established to discuss having the Executive Board be all corporate positions. Eric was not in attendance, but Anna will contact him about the status of this committee.

X. NEW BUSINESS

A. September 10, Board ANNUAL Meeting – Change date?

Anna indicated that she will be out of the country in September and would not be able to attend the Annual Meeting. The Board discussed this and decided to not change the date of this meeting and to keep it on September 10th.

In other New Business, Anna spoke about the luncheon meeting that she and Eric had with Donna last month. One of the things they talked about was Donna attending a Connecticut Non-Profit meeting scheduled for the end of January costing \$70. **MOTION: Neil Ryan made a motion to allocate \$70 in order for Donna to attend this meeting, Iris Larsson seconded the motion, all were in favor, and the motion passed unanimously with an 11-0 vote.**

B. Hanel Concert, "Eight to the Bar," Sunday April 15, 2012 – 2:00 – 4:00 PM

The next Hanel Concert is scheduled for Sunday, April 15, 2012 from 2:00 to 4:00 PM featuring "Eight to the Bar." Natalie asked if the Friends will be providing refreshments and indicated they would only do this if there was an intermission in the program.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT

MOTION: Trudie Walker made a motion to adjourn, Diane Stamm seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with an 11-0 vote at 8:50 PM.